Electronic Shop Drawing Submittal

In an effort to support our customers we have developed an electronic shop drawing plan review process. We have tested the submittal and review process to insure the process will provide a positive overall experience for the customer. We will now begin to accept electronic shop drawings on **April 14**, **2014** and begin phasing out paper submittals. The final date for accepting paper submittals will be June 30, 2014.

We understand there will be questions and concerns for uploading into our Electronic Plans Submittal /Electronic Plans Management (EPS/EPM) System so we conducted two initial training classes to ensure you were prepared to navigate the system. In the event you were unable to attend one of these training classes you will need to review the following pages of information to ensure you have all the required accounts and access and be familiar with the process. Once you have verified you have access and accounts you will need to contact me to arrange a time so that I can walk you thru the process of entering your first plan into the system. You will need to allow about 20-30 minutes for this process the first time.

Prior to beginning the electronic submittal process you will need to obtain an active revenue collection account with Mecklenburg County and access to the EPM system. If you currently have these items no further action is required. If you need any of the items listed above we have included instructions to obtain these items.

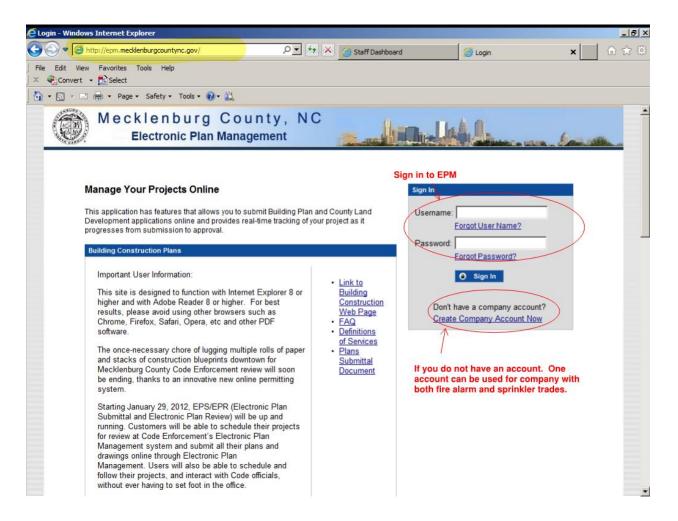
We look forward to working with you in this electronic submittal process and making it a seamless transition. Please feel free to contact me with questions or concerns at 704-336-3763 or Randy.Frazier@MecklenburgCountyNC.gov

Randy D. Frazier Assistant Fire Marshal Mecklenburg County 700 N. Tryon Street Charlotte, NC. 28202 Office: 704-336-3763

Office: 704-336-3763 Fax: 704-336-3846

If you currently do not have an EPM account for your company you will need to go to this page at https://epm.mecklenburgcountync.gov/ and create a new account (for assistance setting up account click here). If your company does both fire alarm and sprinkler designs only one account is needed for access to EPM.

Once an account is established just sign in and start the process.

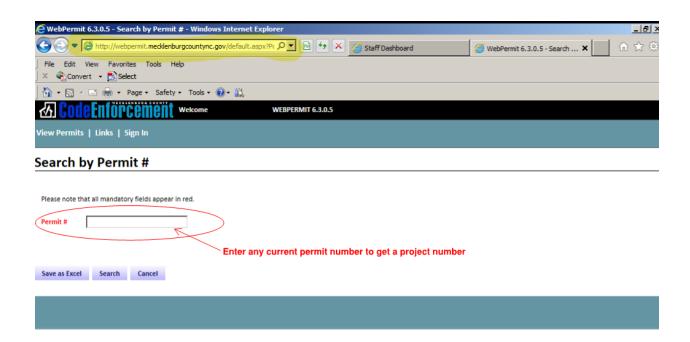


www.4citizenhelp.com

NOTE: You must have an original project number to upload any drawings. To find the original project number <u>click here</u>.

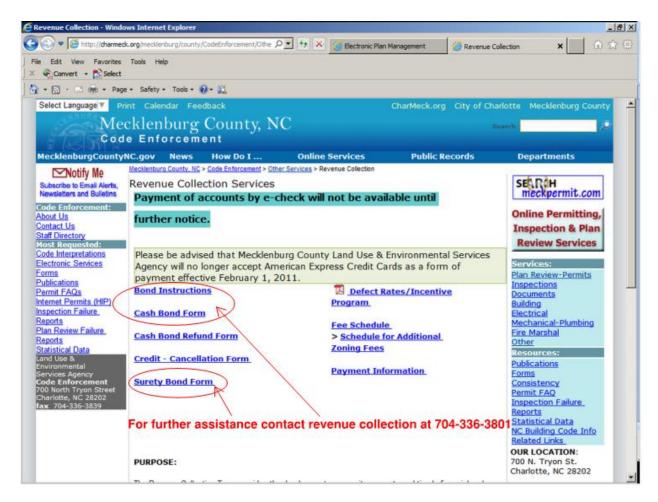
You must enter a valid permit (building, electrical, plumbing, or mechanical) number. The permit numbers will start with a "B, E, P, or M". If the permit number starts with an "NR" it cannot be used, you will need to locate the original number or contact the GC/Project Manager for your job.

If your search results in CTAC in the project name refer to the CTAC submittal process link.

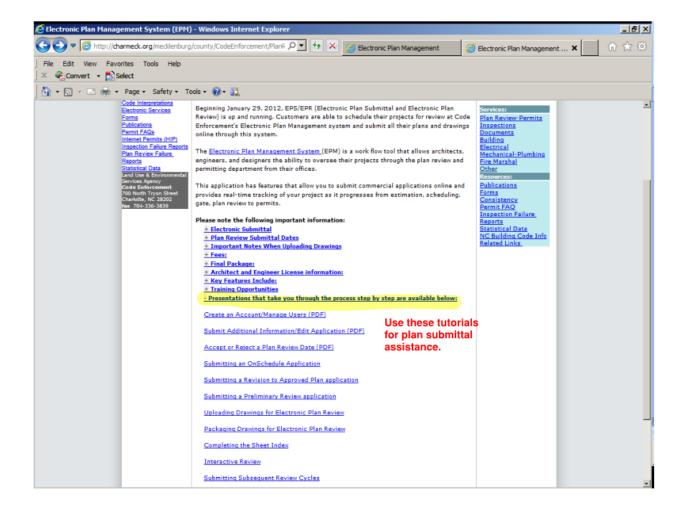


If you currently do not have a revenue collection account with Mecklenburg County you will need complete an application to open an account so that we may bill you once the review has been completed.

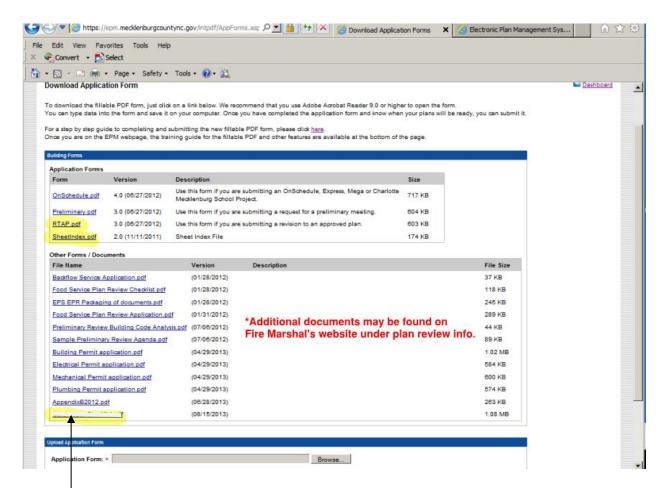
<u>Click here</u> to access the "Land Use Bond Form" or "Land Use Cash Bond Form". The instructions for these forms are right above them. Please see this form for complete details and information to contact Finance with any questions.



<u>Click here</u> to access EPM plan review tutorials.



Below is a list of required documents needed to complete the submittal process in EPM. The below information can be on your EPM Dashboard.



The Gate Keeper Checklist has been removed as required for your submittal.

NOTES

NOTES